

NYTD Guidebook to entering provider reports

Updated 11/17/2016

[How to get to the KidTraks NYTD portal](#)

[Entering information into the NYTD portal](#)

[NYTD History/Receipt of report submission](#)

To submit monthly reports through KidTraks, please start by logging into KidTraks:

(<https://financials.dcs.in.gov/Login.aspx?ReturnUrl=%2f>)

Please note that your agency is responsible for deciding who will be submitting NYTD monthly reports. If your agency has selected individual/s who do not currently have access to KidTraks you will need to obtain a username and password those responsible for entering the NYTD reports. All usernames, passwords and password resets will be handled by KidTraks.

Note: KidTraks personnel should NOT be contacted for anything related to NYTD reporting that does not directly pertain to the functioning of the KidTraks reporting system (i.e. usernames/passwords, password resets, error messages). The DCS NYTD helpdesk (dcscopyd@dcs.in.gov) will remain available for any technical questions related to NYTD (i.e. definitions of NYTD eligible services, due dates, reporting cycles). When in doubt, contact the DCS NYTD helpdesk and we will direct you to the appropriate source to assist you with trouble shooting.



Management Gateway for Indiana's Kids

Sign In

Online Reporting | Case Management | KidTraks Financials | NYTD

Enter password

Sign In

Remember Me

[Reset Password?](#)

KEEPING KIDS SAFE
it's up to us!

Once you have logged in to KidTraks you will be taken to the "home" page

From the "home" page, click on "Cases" and then on "Case Inquiry". You will be routed to the "Case Inquiry" screen.

The screenshot shows the KidTraks Account Home page. At the top left is the KidTraks logo with the tagline "part of the MaGIK family". To the right of the logo are links for "Account Profile" and "Messages", and a search bar. Below this is a blue navigation bar with the following items: "Account Home", "Invoices", "Payments", "Contracts", "Referrals", "Cases", and "Help". A red arrow points from the text above to the "Cases" menu item. Below the navigation bar, the page title is "Account Home -". The main content area is divided into several sections: "Announcements" (0 announcements...), "Quick Links" (Download Billing Codes to Excel, Contact Us, DCS Home Page), "Provider Rate Listing", and "Standard Maintenance" (Standard Maintenance window - The DCS - KidTraks application uses a standard maintenance window of Sunday morning from 5:00a until 10:00a. The application may not be available during this time. There is no guarantee that any work you do during this time will be saved. We do not make any announcement about maintenance scheduled during this time.). On the right side, there is a "Welcome to the KidTraks System" section with tabs for "Recent Activity" and "Billing Codes". Below these tabs is a list of recent activity items, including warrants and invoices with their respective dates.

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Account Profile Messages Search

Account Home Invoices Payments Contracts Referrals **Cases** Help

Account Home -

Announcements
0 announcements...

Quick Links
[Download Billing Codes to Excel](#)
[Contact Us](#)
[DCS Home Page](#)

Provider Rate Listing

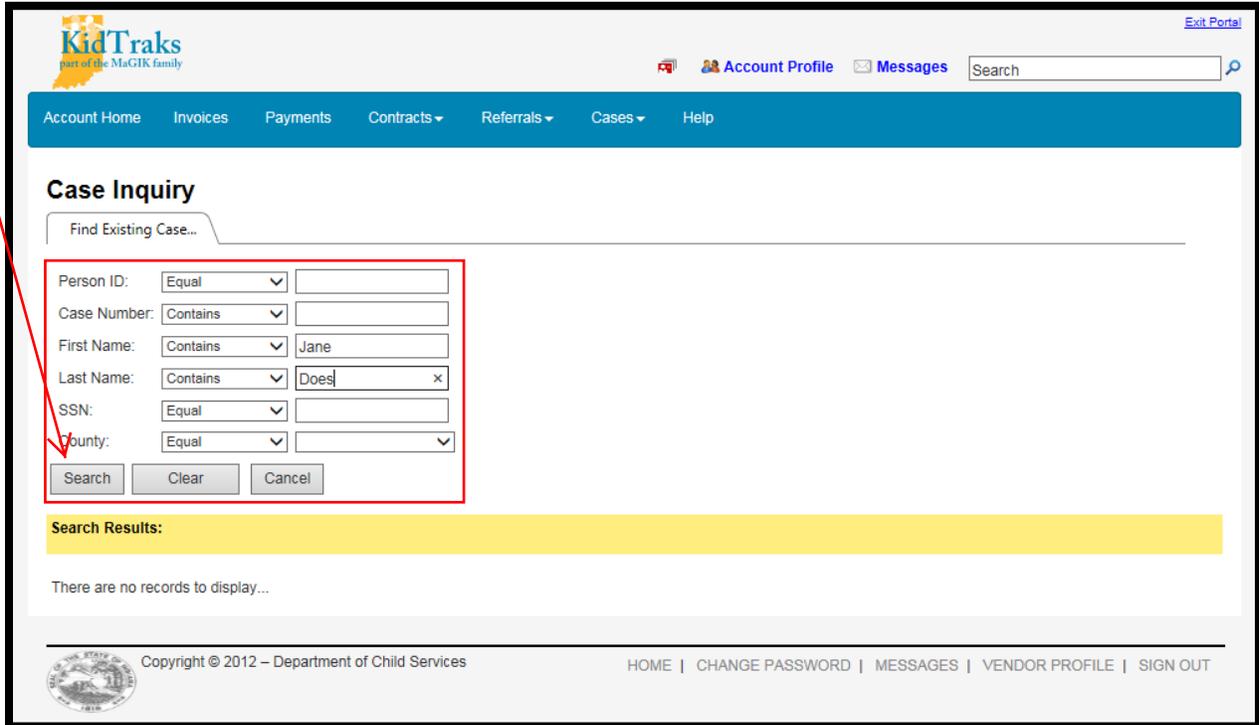
Standard Maintenance
Standard Maintenance window - The DCS - KidTraks application uses a standard maintenance window of Sunday morning from 5:00a until 10:00a. The application may not be available during this time. There is no guarantee that any work you do during this time will be saved. We do not make any announcement about maintenance scheduled during this time.

Welcome to the KidTraks System
Recent Activity Billing Codes

Warrant [redacted] was issued on 11/18/2016
Invoice [redacted] was received on 11/16/2016
Invoice [redacted] was received on 11/16/2016
Warrant [redacted] was issued on 11/16/2016
Invoice [redacted] was received on 11/15/2016
All or portions of Invoice [redacted] was denied on 11/15/2016
All or portions of Invoice [redacted] was denied on 11/15/2016
Invoice [redacted] was received on 11/14/2016
All or portions of Invoice [redacted] was denied on 11/14/2016
Invoice [redacted] was received on 11/10/2016
Invoice [redacted] was received on 11/10/2016

You can enter a case by using a youth's person ID, case number, name, etc. For this demo we will enter the case by using the youth's name.

Click on "Search"



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[Account Profile](#) [Messages](#)

[Account Home](#) [Invoices](#) [Payments](#) [Contracts](#) [Referrals](#) [Cases](#) [Help](#)

Case Inquiry

Find Existing Case...

Person ID:

Case Number:

First Name:

Last Name:

SSN:

County:

Search Results:

There are no records to display...

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[HOME](#) | [CHANGE PASSWORD](#) | [MESSAGES](#) | [VENDOR PROFILE](#) | [SIGN OUT](#)

Click "Select" by the youth's case for which you are entering NYTD information

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Account Profile Messages Search

Account Home Invoices Payments Contracts Referrals Cases Help

Case Inquiry

Find Existing Case...

Person ID: Equal []
Case Number: Contains []
First Name: Contains Jane []
Last Name: Contains Doe []
SSN: Equal []
County: Equal []

Search Clear Cancel

Search Results: 1 Records Found

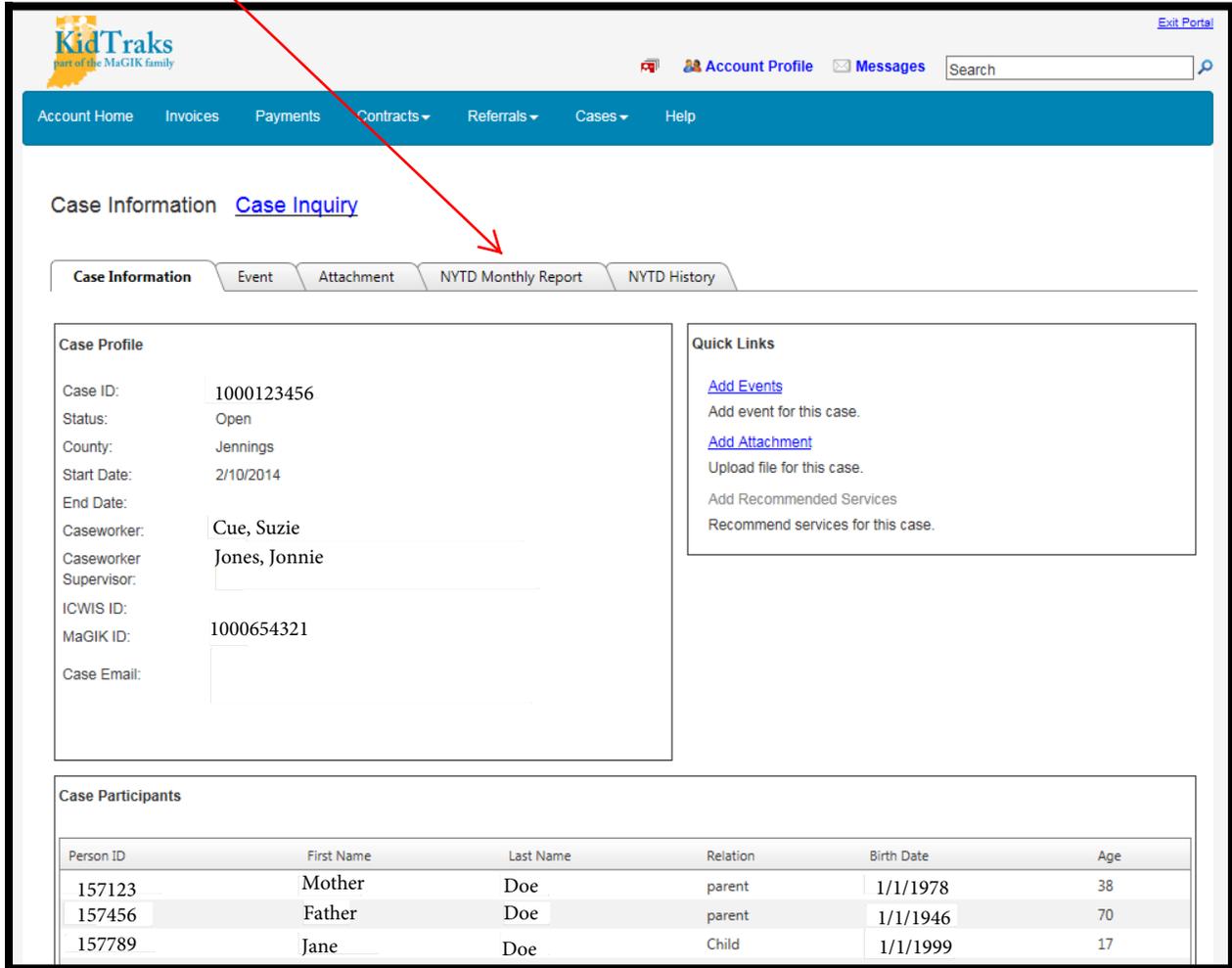
	Case Name	Case Type	FCM	Case Begin Date	County
Select	Mother Doe	DCS Case	Suzie Cue	02/10/2014	Jennings

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HOME | CHANGE PASSWORD | MESSAGES | VENDOR PROFILE | SIGN OUT

This will take you to the "Case Information" screen.

Click on "NYTD Monthly Report"



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Account Home Invoices Payments Contracts Referrals Cases Help

Account Profile Messages Search

Case Information [Case Inquiry](#)

Case Information Event Attachment **NYTD Monthly Report** NYTD History

Case Profile

Case ID: 1000123456
Status: Open
County: Jennings
Start Date: 2/10/2014
End Date:
Caseworker: Cue, Suzie
Caseworker Supervisor: Jones, Jonnie
ICWIS ID:
MaGIK ID: 1000654321
Case Email:

Quick Links

[Add Events](#)
Add event for this case.
[Add Attachment](#)
Upload file for this case.
Add Recommended Services
Recommend services for this case.

Case Participants

Person ID	First Name	Last Name	Relation	Birth Date	Age
157123	Mother	Doe	parent	1/1/1978	38
157456	Father	Doe	parent	1/1/1946	70
157789	Jane	Doe	Child	1/1/1999	17

You can ensure that you are entering information for the correct youth by clicking on the person icon directly to the right of the Person ID. Some cases may show the same youth's name more than once. Be sure to check that the youth's Person ID matched the Person ID on the referral.

Ensure that the dates in the "Report Period" field match the month of the report you are entering. (i.e. if you are entering a November report be sure that the report period reads: 11/1/2016-11/30/2016)

The report date should read as the last day of the month for which report period you are entering reports. (i.e. if you are entering a November report the report date should read 11/30/16.

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Account Profile Messages Search

Account Home Invoices Payments Contracts Referrals Cases Help

Case Information [Case Inquiry](#)

Case Information Event Attachment **NYTD Monthly Report** NYTD History

Person ID: 157789 Doe, Jane Report Period: 11/1/2016 - 11/30/2016 Go

Report Profile

Report Date: 11/30/2016
Case ID: 1000123456
Adjudicated Delinquent:

Education Information

Special Education:
Last Grade Completed:

Personal Information

Address Line 1:
Address Line 2:
State: City: Zip:
Email: Home Phone: Cell Phone:

Services Provided to the Youth*

No NYTD Eligible services provided this report period

IL Needs Assessment Health Education and Risk Prevention
 Academic Support Family Support and Healthy Marriage Education
 Post-Secondary Education Support Mentoring
 Career Preparation Supervised Independent Living
 Employment Programs or Vocational Training Room and Board Financial Assistance
 Budget and Financial Management Educational Financial Assistance
 Housing Education and Home Management Training Other Financial Assistance

Please upload the required supporting document for the NYTD report*

Browse...

Add Report Cancel

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It is mandatory for you to enter:

Adjudicated Delinquent: This refers to whether or not the youth has EVER been adjudicated a delinquent. Mark "Yes" if the youth has EVER been adjudicated a delinquent. Mark "No" if the youth has NOT EVER been adjudicated a delinquent.

The screenshot shows a web application interface for Case Information. At the top, there are tabs for Case Information, Event, Attachment, NYTD Monthly Report, and NYTD History. Below the tabs, there is a header area with Person ID: 157789 and Doe, Jane, and a Report Period: 11/1/2016 - 11/30/2016. The main content area is divided into two sections: Report Profile and Education Information. The Report Profile section contains fields for Report Date: 11/30/2016, Case ID: 1000123456, and Adjudicated Delinquent:*. A red arrow points to the Adjudicated Delinquent field. The Education Information section contains fields for Special Education:* and Last Grade Completed:*

Last Grade Completed: This refers to the youth's highest educational level attained. Examples:

- If a youth is currently in the 10th grade then you would mark "9th" in this field.
- If a youth is working toward earning his/her HSE you would mark the last grade the youth completed before working toward his/her HSE.
- If a youth has earned his/her HSE you would mark the last grade the youth completed his/her(remove his/her add "as" HSE.
- Postsecondary education or training refers to any postsecondary education or training, other than an education pursued at a college or university.
- If the youth has completed at least one semester of study at a college or university you would mark "college" in this field.

This is an identical screenshot of the web application interface for Case Information, showing the same tabs, header, and form fields as the previous image. The 'Adjudicated Delinquent' field is highlighted with a red arrow.

Special Education: This refers to whether or not a youth is currently receiving special education, defined as “specifically designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability.” Mark “yes” if the youth has a current, active IEP. Mark “no” if the youth does not have a current, active IEP.

Case Information [Case Inquiry](#)

Case Information | Event | Attachment | **NYTD Monthly Report** | NYTD History

Person ID: 157789 Doe, Jane Report Period: 11/1/2016 - 11/30/2016 Go

Report Profile Report Date: 11/30/2016 Case ID: 1000123456 Adjudicated Delinquent:*	Education Information Special Education:*\br/>Last Grade Completed:*
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Please communicate with the case manager/probation officer to determine the correct responses for these elements. Contact DCSNYTD@dcs.in.gov if you have any technical questions about how you should respond to any of the above.

Address This field is not mandatory. Please enter contact information you have for the youth. This will autopopulate from the last report that was entered and will only need to be updated if the youth's address has changed since the last report period.

Services Provided to the Youth:

<http://www.in.gov/dcs/files/NYTDServiceElements.pdf>

Upload completed report

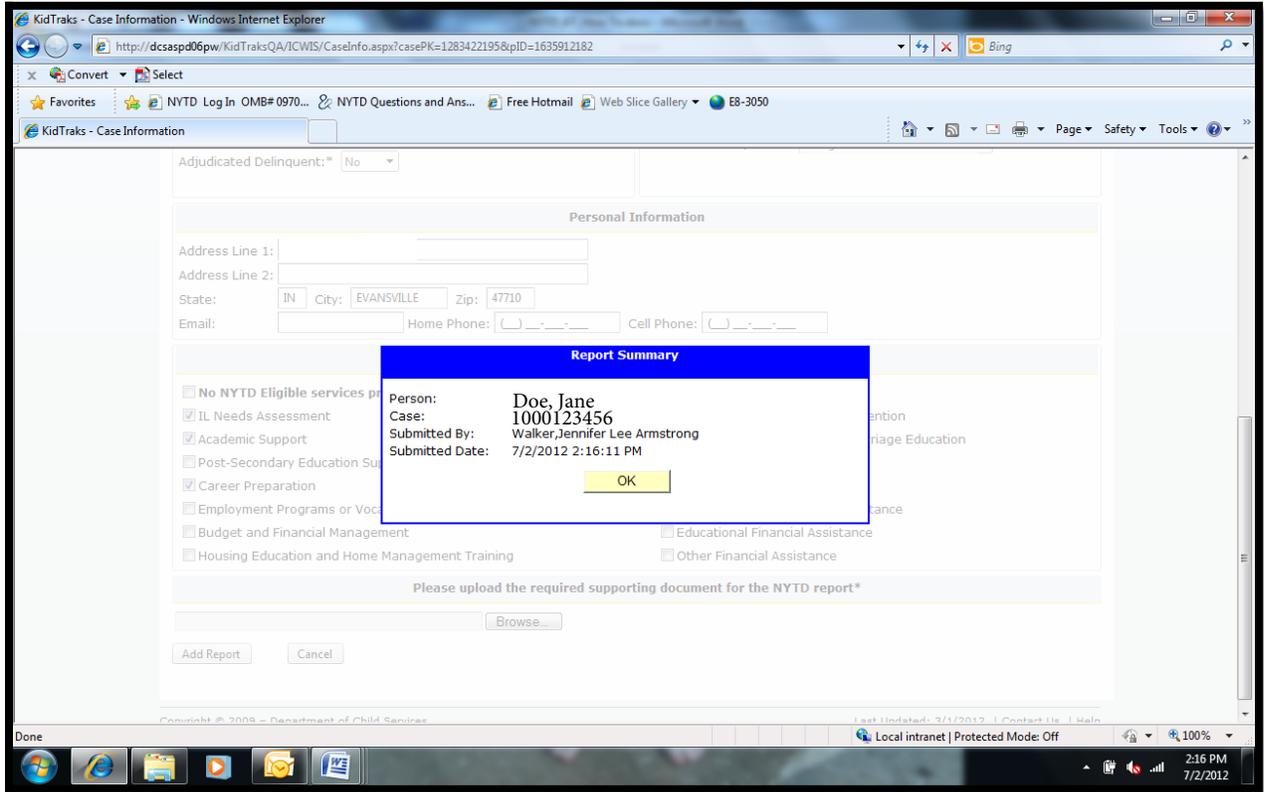
After all information has been entered:

Click "Add Report"

The screenshot displays the 'KidTraks' web interface for a 'NYTD Monthly Report'. The page header includes the 'KidTraks' logo and navigation links like 'Account Home', 'Invoices', and 'Payments'. The main content area shows 'Case Information' for 'Doe, Jane' with 'Person ID: 157789' and 'Report Period: 11/1/2016 - 11/30/2016'. The 'Report Profile' section contains 'Report Date: 11/30/2016' and 'Case ID: 1000123456'. The 'Education Information' section has dropdowns for 'Special Education' and 'Last Grade Completed'. The 'Personal Information' section includes fields for 'Address Line 1', 'Address Line 2', 'State', 'City', 'Zip', 'Email', 'Home Phone', and 'Cell Phone'. The 'Services Provided to the Youth' section features a list of checkboxes, with 'No NYTD Eligible services provided this report period' selected. Below this is an upload area with a 'Browse...' button and 'Add Report' and 'Cancel' buttons. Red arrows from the text above point to the 'Address Line 1' field, the 'Services Provided to the Youth' section, and the 'Add Report' button.



You will receive a message giving the youth's person id, case id, name and submitted date and time. This serves as verification to the user that the report submission was successful.



To print out receipts of submitted reports go to the “NYTD Report History” page.

Click on “Edit”

The screenshot shows the KidTraks web application interface. At the top left is the KidTraks logo with the tagline "part of the MaGIK family". To the right are links for "Account Profile" and "Messages", and a search bar. A blue navigation bar contains links for "Account Home", "Invoices", "Payments", "Contracts", "Referrals", "Cases", and "Help". Below this is the "Case Information" section with a link for "Case Inquiry". A tabbed interface shows "Case Information", "Event", "Attachment", "NYTD Monthly Report", and "NYTD History" (which is selected). To the right of the tabs is a "Report Period" filter set to "11" and "2016", with a "Go" button. Below the tabs is a table with the following columns: Person ID, First Name, Last Name, Age, Case ID, IL Needs Assessment, Academic Support, Post Education Support, and Career Preparation. The table contains one row of data for Jane Doe, age 17, with Case ID 1000. All assessment and support categories are marked "No". An "Edit" link is visible to the left of the first cell in the row. A scrollbar is visible at the bottom of the table area.

	Person ID	First Name	Last Name	Age	Case ID	IL Needs Assessment	Academic Support	Post Education Support	Career Preparation
Edit	157789	Jane	Doe	17	1000	No	No	No	No

Note: this page will keep historical data of NYTD reporting for the youth.

You will be taken to a page that reads "NYTD Report Information: Case Information"

Click on "Go" that is located next to "Print Report"

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Account Home Invoices Payments Contracts Referrals Cases Help

Account Profile Messages Search

NYTD Report Information [Case Information](#) Print Report Go

Report Date: 11/30/2016 Report Period: 11 2016

Report Profile

Person ID: 157789

Case ID: 1000123456

Adjudicated Delinquent: No

Education Information

Special Education: Yes

Last Grade Completed: 9th grade

Personal Information

Address Line 1: _____

Address Line 2: _____

State: IN City: _____ Zip: _____

Email: _____ Home Phone: () - - - - Cell Phone: () - - - -

Services Provided to the Youth*

No NYTD Eligible services provided this report period

This will pull up an Adobe PDF document that shows report/education information, personal information, and service provided to the youth. This document should be printed off and placed in the youth's file to serve as verification to auditors that NYTD reports have been entered for each youth.

The screenshot displays the KidTraks web application interface. At the top left is the KidTraks logo, with the tagline "part of the MaGIK family". To the right of the logo are navigation links for "Account Profile" and "Messages", and a search bar. Below this is a blue navigation bar with menu items: "Account Home", "Invoices", "Payments", "Contracts", "Referrals", "Cases", and "Help".

The main content area is split into three sections. On the left is a sidebar with a "Report Profile" section containing fields for "Person ID" (value: 1), "Case ID" (value: 1), and "Adjudicated". Below this is a "Personal Info" section with fields for "Address Line", "Address Line", "State", and "Email". At the bottom of the sidebar is a "Services Provided" section with a checkbox labeled "No NYTD".

The central section is an Adobe Reader window titled "output.pdf - Adobe Reader". The PDF document is titled "NYTD Report" and contains the following information:

- Report / Education Information**
 - Person ID: 157789
 - Case ID: 1000123456
 - Report Date: 11/30/2016
 - Adjusted Delinquent: No
 - Special Education: Yes
 - Education Level: 9th grade
- Personal Information**
 - Address: _____
 - Email: _____
 - Home Phone: _____
 - Cell Phone: _____
- Services Provided to the Youth**
 - Budget and Financial Management
 - Housing Education and Home Management Training
 - Health Education and Risk Prevention

On the right side of the Adobe Reader window, there are controls for "Print Report" (with a "Go" button) and "Report Period" (set to "11" and "2016").